

**For:** State Offices and Service Centers

---

**Modifications to Base and Yield Completion Date Software**

---

**Approved by:** Deputy Administrator, Farm Programs



---

**1 Overview**

---

**A****Background**

Notice DCP-64 was issued as a reminder that the base and yield completion date shall **not** be entered into the automated system until **all** owners have signed CCC-515. Several comments and suggestions have been received from Field Offices to provide a method for printing CCC-515, updating farm maintenance, and generating CCC-509 during the same office visit. This would allow producers to take CCC-515's and CCC-509's for signature at the same time and eliminate a trip to the County Office.

Software and procedure are being modified to accommodate a separate option to be used to enter the base and yield signature date (date County Office receives all signed CCC-515's and CCC-517's for the farm). The date currently known as the completion date will become the date the base and yield election was made which will trigger the 2002 and 2003 farm maintenance update and will enable County Offices to prepare the 2002 and 2003 CCC-509's.

---

**B****Obsolete Notice**

Notice DCP-65 is obsolete.

---

Continued on the next page

---

**Disposal Date**

November 1, 2003

---

**Distribution**

State Offices; State Offices relay to Service Centers

---

## Notice DCP-66

### 1 Overview (Continued)

---

#### C

##### Purpose

This notice informs State and County Offices:

- that software is being modified to provide for a base option selection date and a base and yield signature date
  - of an **edit** that must be manually executed by County Offices
  - that the procedure provided in Notice DCP-64 shall continue to be followed until the new software is received
  - of an additional validation that will be included in the CCC-509 software
  - that the PFC/DCP transition overpayment software will now read the CCC-509 payment approval date instead of the CCC-509 enrollment date when calculating overpayments.
- 

#### D

##### Software Transmission and Edit

The software modifications in this notice will be transmitted to County Offices on or about January 29, 2003. An information bulletin will accompany the software.

An edit will have to be manually executed by the County Office. The information bulletin will provide the steps that shall be followed. **It is imperative that the County Office run the edit immediately upon receipt of the software transmission. Failure to do so will result in inaccurate records.**

---

## 2 Software Modifications

---

### A

#### Base Option Selection Date

The date previously known as the completion date will now become the “base option selection date”. This date will be entered when the base and yield election has been entered into the automated system. **This date can be entered before receiving all owners’ signatures on CCC-515 and, if applicable, CCC-517.**

Option 12 on the Base and Yield Selection Process Screen MIB80001 is being changed from “Complete Base and Yield Selection” to “Base and Yield Option Selection Date”.

When the base option selection date is entered through option 12, the following will occur:

- CCC-515 for all owners on the farm will print
- if applicable, CCC-517 will be generated

**Note:** This only applies if base option 4 was selected.

- 2002 and 2003 farm maintenance files will be updated.

County Offices will be able to process the 2002 and 2003 CCC-509. The producer working with the County Office can then take CCC-515's and CCC-509's to the applicable producers on the farm for signature.

---

### B

#### Base and Yield Signature Date

Option 16, Base and Yield Signature Date, will be added to Base and Yield Selection Process Screen MIB80001. This field will be used to enter the date the County Office receives CCC-515's and, if applicable, CCC-517's, signed by all owners on the farm agreeing to the base and yield election made for the farm.

From the National Office level, this date will be viewed as the date the farm has completed the base and yield election process.

---

Continued on the next page

## Notice DCP-66

### 2 Software Modifications (Continued)

---

#### C

##### Base and Yield Reports

Several reports have been provided to County Offices to use as tools when determining the status of base and yield election. The reports are on Screen MIB85001. The reports will be modified to read the base yield signature date. Farms will not be considered complete until the base and yield signature date has been entered into the automated system.

An additional report will be provided in the near future that will identify farms that have the base option selection date entered but do not have a base and yield signature date entered.

---

#### D

##### Handbook Procedure

Procedure in 1-DCP will be amended to reflect the changes in this notice.

---

### 3 DCP Contract Software/Transition Overpayments

---

#### A

##### Change to CCC-509

A validation is being added to the 2002 and 2003 DCP contract software that will prevent the COC payment approval date from being updated if the base and yield signature date has not been entered according to subparagraph 2 B.

---

#### B

##### PFC/DCP Transition Overpayments

Previously, CCC-509 should not have been enrolled until all owners had signed CCC-515. Since CCC-509 can now be generated before all owners have signed CCC-515, the 2002 PFC/DCP transition overpayment process has been modified to compute overpayments if both of the following conditions exist:

- there is an active CCC-509 on file
- CCC-509 has a valid COC payment approval date.

Since the COC payment approval date cannot be entered until a valid CCC-515 signature date is loaded, the change to the 2002 PFC/DCP transition overpayment process is being made to ensure that overpayments are not computed before **all** owners have signed CCC-515, according to subparagraph 2 B.

**Reminder:** County Offices shall ensure that PFC/DCP transition overpayments are computed and transferred to CRS before the final 2002 DCP direct payment is issued on the farm so that the 2002 DCP direct payment can be reduced or offset as applicable.

---